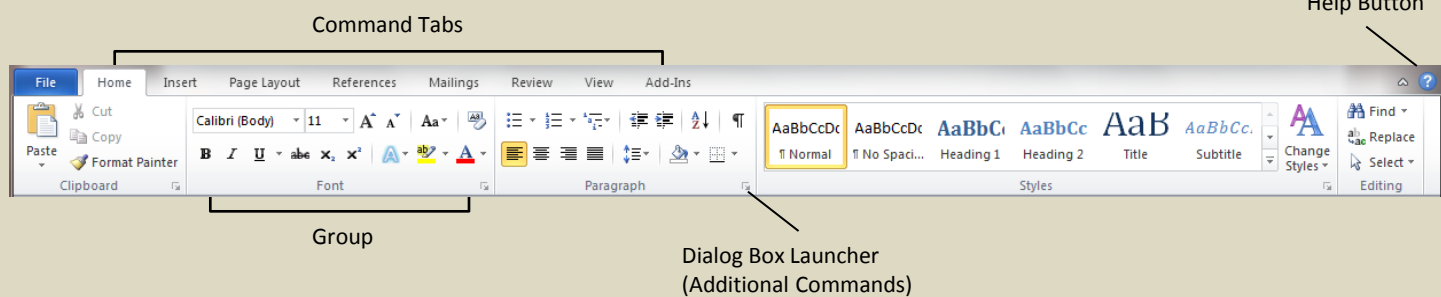
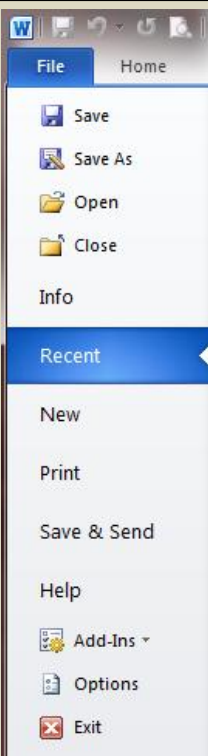


The Ribbon

Microsoft introduced the “Ribbon” in most MS-Office products beginning with the MS-Office 2007 product release. The Ribbon provides easy access to commands and replaces the menu structures found in the older versions of MS-Office as well as many other non-Microsoft products. The purpose of the ribbon is to provide immediate access to the most common product features without the need to search through menu items. Notice in the image below that the ribbon contains Tabs and Groups which serve to organize related features within the Ribbon space.



Backstage

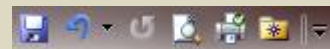


Though it looks like another tab, the “Backstage” area is where you find the commands that act upon the whole document – not just some portion of the document.

For instance, the Saving, Printing, Security, Versioning, Collaboration, Information, and Workflow, commands all appear in the backstage area.

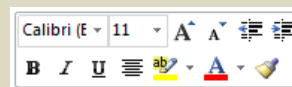
This is also where you will find the “Options” for the application itself. These options settings control how the application works, displays data – even how the Ribbon displays commands. Spend a few minutes familiarizing yourself with the available options.

Quick Access & Mini Toolbars



The Quick Access Toolbar works a little like the toolbars in the previous versions. It is always visible in the top left of the application window, and it provides quick access to the Save, Undo/Redo, Open, and Print functions as well as numerous other commands.

To edit the Quick Access Toolbar, click on the down arrow to the immediate right of the last button.



Like the Quick Access Toolbar, the Mini-Toolbar provides quick access to specific commands. For instance, the image above represents the appearance of the Mini-Toolbar when you have selected a word or words in MS-Word.

XML File Format

The XML file format was introduced with MS-Office 2007, and it is based upon the XML programming language. It has a number of important benefits over the previous formats. Most importantly though, both MS-Office 2007 & 2010 still support all legacy formats (i.e. MS-Office 2003 and previous) as well as many other Microsoft and non-Microsoft formats such as those used by OpenOffice (www.OpenOffice.org).